

**Property Schedule Form 706**

**City of Auburn, Maine**

Due April 15, 2016

In accordance with TITLE 36, § 706 M.R.S.A, The City of Auburn hereby gives notice that you must file a "true and perfect" list of your business assets on or before **APRIL 15, 2016** with the **ASSESSOR'S OFFICE, 60 COURT STREET, SUITE 104, AUBURN, ME 04210** or electronically by e mail to [assessing@auburnmaine.gov](mailto:assessing@auburnmaine.gov). For assistance please call 207-333-6601, ask for the assessing office.

BUSINESS NAME:  
OWNER:  
MAILING ADDRESS:  
CITY,STATE,ZIP:

Account#:

**Physical Location of Property:** \_\_\_\_\_

**Important:** If you do not file a return, you will **waive your right to an appeal** and may be subject to growth factors.

**Instructions:**

- **Asset List** – Provide an itemized list consisting of: Machinery and Equipment (M&E), Computers (C), Furniture and Fixtures (F&F), and Trailers (T). Report signs with Furniture and Fixtures (F&F, S). A complete list must be filed in order to comply with this 706 request. Use the form on the reverse of this page or substitute to submit your return. A sample form is included for reference.
- **Trailers** – Only non-excised trailers are to be reported. If excise tax has been paid on any trailer, it should not be reported.
- **Do not include** these items on the asset list: Real estate, taxes, building costs, shipping or handling costs. Only tangible items of personal property should be listed.
- **Leased Equipment** - If you are in possession of **leased** equipment (e.g. photocopier, postage machine) list those items separately. Name the leasing company and provide contact information. Leased equipment will be assessed to the party in possession if we do not have the contact information for the party responsible for taxes.

| 2016 Depreciation Schedule |     |     |           |          |
|----------------------------|-----|-----|-----------|----------|
| Year                       | M&E | F&F | Computers | Trailers |
| 2016                       | 94% | 95% | 84%       | 94%      |
| 2015                       | 88% | 90% | 68%       | 88%      |
| 2014                       | 82% | 80% | 52%       | 82%      |
| 2013                       | 76% | 70% | 36%       | 76%      |
| 2012                       | 70% | 60% | 20%       | 70%      |
| 2011                       | 64% | 50% | 20%       | 64%      |
| 2010                       | 58% | 40% | 20%       | 58%      |
| 2009                       | 52% | 30% | 20%       | 52%      |
| 2008                       | 46% | 30% | 20%       | 46%      |
| 2007                       | 40% | 30% | 20%       | 40%      |
| 2006                       | 34% | 30% | 20%       | 34%      |
| 2005                       | 28% | 30% | 20%       | 28%      |
| 2004                       | 22% | 30% | 20%       | 22%      |
| Prior                      | 20% | 30% | 20%       | 20%      |

*The City of Auburn uses un-trended original basis cost*

**Personal Property Tax Relief**

Business owners who pay personal property taxes may be eligible for relief. There are two property tax relief programs that are presently available:

- The Business Equipment Tax Exemption Program (BETE) and
- The Business Equipment Tax Reimbursement Program (BETR).

BETE (exempt) assets should not appear on this filing form. Your BETR (refund) eligible assets will be reported on this form.

*Visit our website for more information!*

Detailed instructions, electronic filing forms and links to helpful information can be found at our website:

<http://www.auburnmaine.gov/Pages/Government/Assessing>

